



## PROCUREMENT MANAGER

*Position open until filled*

While reporting to the Chief Financial Officer, this position has responsibility for the procurement of services and purchasing of goods following agency policies and procedures as well as Federal Transportation Administration regulations. The Procurement Manager establishes bid standards and, prepares procurement documents to publicly solicit bids and contracts for the purchase and/or lease of materials and services. The Procurement Manager leads the reviews of proposals to determine the best offer. The position is responsible for ensuring records are maintained and, procurements are documented from origination through completion.

### **Essential duties and responsibilities include but, are not limited to:**

- Manages the procurement of all supplies, equipment and, services for DART in accordance with federal and state laws as well as the DART procurement manual; makes recommendations on policies and procedures as needed to ensure the success and compliance of all procurement related activities.
- Provides procurement research, guidance, direction and, presents available procurement options to DART staff. Incorporate best practices and market research into procurements to ensure DART obtains the best possible price.
- Identifies suppliers that satisfy DART's contracting and, purchasing requirements. Prepares solicitation documents and offers using various forms of advertisement. Conducts the evaluations of offers and determines the best supplier in accordance with solicitation requirements.
- Ensures guidelines and goals are followed regarding participation by disadvantaged business enterprises.
- Assures suppliers deliver materials and services in accordance with standards of price, time, quantity and quality agreed upon.
- Exhibits a strong sense of urgency to maintain high, personal performance while making decisions and allocating resources in a cost –efficient manner.

### **Qualifications:**

- The preferred candidate will possess a bachelor's degree in a related field and, have five to seven years public sector procurement experience.
- Possesses a strong working knowledge of procurement and contracting following state, and Federal Government guidelines.
- Strong analytical and problem solving skills are necessary, in addition to being highly organized.
- Excellent verbal and written communication skills plus proficiency with Microsoft Office Suite is a must.

### **To apply:**

Please submit a cover letter, resume and salary history to:

Des Moines Area Regional Transit Authority

Human Resources, Director

620 Cherry Street

Des Moines, Iowa 50309-4530

On line applicants go to: [HR@ridedart.com](mailto:HR@ridedart.com)

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